



County of Los Angeles **CHIEF EXECUTIVE OFFICE OPERATIONS CLUSTER**

SACHI A. HAMAI
Chief Executive Officer

DATE: August 18, 2016
TIME: 1:00 p.m.
LOCATION: Kenneth Hahn Hall of Administration, Room 830

AGENDA

Members of the Public may address the Operations Cluster on any agenda item by submitting a written request prior to the meeting.
Three (3) minutes are allowed for each item.

1. Call to order – James Blunt / Gevork Simdjian
 - A) **Board Letter – COUNTYWIDE CLASSIFICATION ACTIONS TO IMPLEMENT THE FISCAL YEAR 2016-2017 FINAL BUDGET**
CEO – Alex Evans or designee
 - B) **Board Letter – RECOMMENDATION TO AWARD AND EXTEND CONTRACTS FOR COLLECTION AND ACCOUNTS RECEIVABLE SYSTEMS TO COLUMBIA ULTIMATE, INC.**
TTC – Joseph Kelly or designee
 - C) **Report Back – Business Registration**
TTC/DCBA – Joseph Kelly and Brian Stiger or designee(s)
2. Public Comment
3. Adjournment



SACHI A. HAMAI
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

Board of Supervisors
HILDA L. SOLIS
First District

MARK RIDLEY-THOMAS
Second District

SHEILA KUEHL
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

September 6, 2016

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

COUNTYWIDE CLASSIFICATION ACTIONS TO IMPLEMENT THE FISCAL YEAR 2016-2017 FINAL BUDGET (ALL SUPERVISORIAL DISTRICTS - 3 VOTES)

SUBJECT

This letter and accompanying ordinance will update the County Classification Plan and departmental staffing provisions by implementing classification actions related to the Board of Supervisors' approved Fiscal Year (FY) 2016-2017 Final Budget, by deleting three (3) non-represented classifications, and by implementing other routine technical adjustments and corrections to reflect earlier Board-approved budget and classification actions.

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to update the departmental staffing provisions to reflect positions allocated, deleted, and transferred in the FY 2016-2017 Final Budget; to delete three (3) non-represented classifications; and to implement routine technical adjustments and corrections to reflect earlier Board-approved budget and classification actions.

PURPOSE/JUSTIFICATION FOR RECOMMENDED ACTIONS

The majority of actions recommended in this letter are budget related and were approved, in concept, by your Board of Supervisors (Board) as part of the FY 2016-2017 Final Budget on June 27, 2016. Since that time, we have been working to gather and analyze the required information to determine and allocate the appropriate classification and level of new positions. This letter implements these specific changes to the departmental staffing provisions.

Your Board's approval of this ordinance will fulfill the Charter requirement to provide, by ordinance, for the number of County employees. It will also provide the authority for County departments to fill new positions allocated in the FY 2016-2017 Final Budget, delete positions no longer needed or as a result of curtailments, and make other adjustments as necessary. These recommendations are a routine part of the annual budget process.

Deleted Classifications

In conjunction with our continuing goal of reducing classifications, we are recommending the deletion of three (3) non-represented classifications (Attachment A). This recommendation is consistent with the County's strategy to reduce the number of obsolete classifications.

Routine Adjustments and Corrections

Routine adjustments and corrections are being made to the staffing provisions of various County departments. These adjustments include position deletions and adjusting entries from previous classification actions such as classification studies, reorganizations, and mid-year allocations.

Implementation of Strategic Plan Goals

Your Board's approval of the accompanying ordinance will further the County Strategic Plan Goal 1 - Operational Effectiveness. Specifically, it will address the Service Excellence and Organizational Effectiveness Strategy to improve the quality of the workforce, to achieve departmental operational efficiencies, and to maintain consistency in personnel practices throughout the County.

FISCAL IMPACT/FINANCING

The cost of and financing for the new position recommendations have been included in the FY 2016-2017 Final Budget. There is no cost associated with any other actions in this ordinance.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Pursuant to Article III, Section 11(3) of the Charter of the County of Los Angeles, the Board of Supervisors is "to provide, by ordinance, for the number of assistants, deputies, clerks, attaches, and other persons employed in the service of the County." The County Charter also authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

The Honorable Board of Supervisors
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IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these recommendations will enable departments to effect personnel actions associated with the FY 2016-2017 Final Budget. Ultimately, this will enhance the quality of services provided to the public.

Respectfully submitted,

SACHI A. HAMAI
Chief Executive Officer

SAH:SK:RM:SJM
AE:KP:mmg

Attachment

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Department of Human Resources
Affected Departments

**NON-REPRESENTED CLASSIFICATIONS
RECOMMENDED FOR DELETION**

Item No.	Title
8513	Chief, Conservation Center, Museum of Art
1001	Deputy Director, Administration & Operations, Museum of Natural History
9289	Legal Research Coordinator, Law Enforcement

ANALYSIS

This ordinance amends Title 6 - Salaries, of the Los Angeles County Code by:

- Deleting three (3) non-represented employee classifications;
- Adding and/or deleting and changing certain classifications and numbers of ordinance positions in the departments of Animal Care and Control, Auditor-Controller, Beaches and Harbors, Board of Supervisors, Chief Executive Officer, Child Support Services, Children and Family Services, Community and Senior Services, Consumer and Business Affairs, County Counsel, District Attorney, Fire, Health Services, Human Resources, Internal Services, Medical Examiner-Coroner, Mental Health, Museum of Natural History, Parks and Recreation, Probation, Public Defender, Public Health, Public Library, Public Social Services, Public Works, Regional Planning, and Sheriff.

MARY C. WICKHAM
County Counsel

By: _____
RICHARD D. BLOOM
Principal Deputy County Counsel
Labor & Employment Division

RDB:

ORDINANCE NO. _____

An ordinance amending Title 6 - Salaries, of the Los Angeles County Code relating to the addition, deletion, and changing of certain classifications and number of ordinance positions in various departments as a result of the budget process for FY 2016-2017.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 6.28.050 is hereby amended to delete the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
8513	CHIEF, CONSERVATION CENTER, MUS/ART	04/01/2015	NM	107B
		10/01/2015	NM	108C
		10/01/2016	NM	109D
		10/01/2017	NM	110A
		04/01/2018	NM	110J
1001	DEPY DIR, ADMIN & OPNS, MUS/NAT HIS	04/01/2015	N23	R12
		10/01/2015	N23	R12
		10/01/2016	N23	R12
		10/01/2017	N23	R12
		04/01/2018	N23	R12
9289	LEGAL RESEARCH COORD, LAW ENFORCE	04/01/2015	NM	108J
		10/01/2015	NM	109K
		10/01/2016	NM	110L
		10/01/2017	NM	111H
		04/01/2018	NM	112E

SECTION 2. Section 6.34.010 (Department of Animal Care and Control) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>0656A</u>	<u>1</u>	<u>ACCOUNTING OFFICER I</u>

SECTION 3. Section 6.34.010 (Department of Animal Care and Control) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0647A	4 <u>2</u>	ACCOUNTANT II
2989A	84 <u>85</u>	ANIMAL CARE ATTENDANT I
2979A	97 <u>102</u>	ANIMAL CONTROL OFFICER I
1848A	4 <u>3</u>	MANAGEMENT ANALYST
2986A	26 <u>27</u>	REGISTERED VETERINARY TECHNICIAN

SECTION 4. Section 6.40.010 (Auditor-Controller) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2648A	39 <u>40</u>	ACCOUNTING SYSTEMS ANALYST II

SECTION 5. Section 6.42.010 (Department of Beaches and Harbors - Beaches)

is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>0904A</u>	<u>1</u>	<u>MANAGEMENT ASSISTANT</u>

SECTION 6. Section 6.44.010 (Department of the Board of Supervisors) is

hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1059A</u>	<u>1</u>	<u>ADMINISTRATIVE DEPUTY III(UC)</u>
<u>9116A</u>	<u>1</u>	<u>EX DIR,OFFICE OF CHILD PROTECTION(UC)</u>
<u>1110A</u>	<u>5</u>	<u>PROJECT DIRECTOR,BD OF SUPVRS</u>

SECTION 7. Section 6.44.010 (Department of the Board of Supervisors) is

is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2109A	7 <u>8</u>	MANAGEMENT SECRETARY III
0961A	4 <u>2</u>	PRIN STAFF ANALYST,COMMISSION SERVS
2116A	5 <u>6</u>	SENIOR MANAGEMENT SECRETARY III
0960A	-4 <u>5</u>	SR STAFF ANALYST,COMMISSION SERVS

SECTION 8. Section 6.50.010 (Department of the Chief Executive Officer) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0830N	4	PRINCIPAL ANALYST,CEO

SECTION 9. Section 6.50.010 (Department of the Chief Executive Officer) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>0859A</u>	<u>1</u>	<u>CHIEF SUSTAINABILITY OFFICER(UC)</u>

SECTION 10. Section 6.50.010 (Department of the Chief Executive Officer) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0830A	87 <u>90</u>	PRINCIPAL ANALYST,CEO
0829A	57 <u>58</u>	SENIOR ANALYST,CEO
2115A	4 <u>2</u>	SENIOR MANAGEMENT SECRETARY II
0908A	4 <u>2</u>	STAFF ASSISTANT,CEO
8243F	44 <u>10</u>	STUDENT PROFESSIONAL WORKER I

SECTION 11. Section 6.52.010 (Department of Medical Examiner-Coroner) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1637A	43 <u>48</u>	CORONER INVESTIGATOR
4336A	13 <u>17</u>	SENIOR CRIMINALIST
1639A	6 <u>7</u>	SUPVG CORONER'S INVESTIGATOR I
4340A	4 <u>2</u>	SUPERVISING CRIMINALIST I

SECTION 12. Section 6.53.010 (Department of Children and Family Services) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
9181F	4	ELIGIBILITY SUPERVISOR
9179F	4	ELIGIBILITY WORKER II

SECTION 13. Section 6.53.010 (Department of Children and Family Services) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>8021N</u>	<u>1</u>	<u>HUMAN SERVICES ADMINISTRATOR I</u>

SECTION 14. Section 6.53.010 (Department of Children and Family Services)

is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
9085A	102	<u>109</u>	ASST REGIONAL ADMINISTRATOR,CFS
9086A	267	<u>273</u>	CHILDREN SERVICES ADMINISTRATOR I
9087A	79	<u>80</u>	CHILDREN SERVICES ADMINISTRATOR II
9073A	4067	<u>4073</u>	CHILDREN'S SOCIAL WORKER III
9181A	88	<u>89</u>	ELIGIBILITY SUPERVISOR
9181N	4	<u>2</u>	ELIGIBILITY SUPERVISOR
9179A	474	<u>476</u>	ELIGIBILITY WORKER II
9179N	3	<u>11</u>	ELIGIBILITY WORKER II
8995A	159	<u>187</u>	HUMAN SERVICES AIDE
2214A	866	<u>895</u>	INTERMEDIATE TYPIST-CLERK
2214N	32	<u>33</u>	INTERMEDIATE TYPIST-CLERK
2096A	132	<u>139</u>	SECRETARY III
2216N	4	<u>2</u>	SENIOR TYPIST-CLERK
1160A	8	<u>9</u>	SIGN LANGUAGE SPECIALIST
9074A	739	<u>798</u>	SUPVG CHILDREN'S SOCIAL WORKER

SECTION 15. Section 6.55.010 (Child Support Services Department) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1002A	6	<u>7</u>	ADMINISTRATIVE SERVICES MANAGER I
1731A	8	<u>9</u>	DIVISION ADMR,CHILD SUPPORT SVCS

SECTION 16. Section 6.58.010 (Department of Community and Senior Services) is hereby amended to add the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
<u>0647N</u>	<u>1</u>		<u>ACCOUNTANT II</u>
<u>1600A</u>	<u>1</u>		<u>PUBLIC INFORMATION OFFICER I</u>

SECTION 17. Section 6.58.010 (Department of Community and Senior Services) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
2216N	8	<u>7</u>	SENIOR TYPIST-CLERK

SECTION 18. Section 6.60.010 (Department of Consumer and Business Affairs) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1664A	20	<u>23</u>	CONSUMER AFFAIRS REPRESENTATIVE III
1668A	7	<u>8</u>	CONSUMER AFFAIRS SUPERVISOR

SECTION 19. Section 6.64.010 (County Counsel) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
9207A	186	<u>187</u>	SENIOR DEPUTY COUNTY COUNSEL

SECTION 20. Section 6.70.010 (District Attorney) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
<u>1002A</u>	<u>1</u>		<u>ADMINISTRATIVE SERVICES MANAGER I</u>
<u>9232O</u>	<u>11</u>		<u>PARALEGAL</u>

SECTION 21. Section 6.76.010 (Fire Department – Executive) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>0205N</u>	<u>4</u>	<u>FIRE CAPTAIN(56 HOURS)</u>
<u>2346N</u>	<u>1</u>	<u>PROCUREMENT ASSISTANT II</u>
<u>3586N</u>	<u>2</u>	<u>STRUCTURAL ENGINEER</u>
<u>2333N</u>	<u>1</u>	<u>WAREHOUSE WORKER III</u>

SECTION 22. Section 6.76.011 (Fire Department – Administrative) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1848A	6 <u>7</u>	MANAGEMENT ANALYST

SECTION 23. Section 6.76.015 (Fire Department – Prevention) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
3771A	3 <u>4</u>	FIRE PERMIT TECHNICIAN
2214A	20 <u>19</u>	INTERMEDIATE TYPIST-CLERK

SECTION 24. Section 6.76.016 (Fire Department – Special services) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
<u>2620A</u>	<u>1</u>		<u>DATABASE ADMINISTRATOR</u>
<u>2433F</u>	<u>18</u>		<u>FIRE DISPATCHER II</u>

SECTION 25. Section 6.76.016 (Fire Department – Special services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
2521A	6	<u>5</u>	APPLICATION DEVELOPER II
2214A	6	<u>7</u>	INTERMEDIATE TYPIST-CLERK
2551A	7	<u>6</u>	SENIOR OPERATING SYSTEMS ANALYST

SECTION 26. Section 6.77.010 (Department of Public Health – Public health services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
2172A	24	<u>20</u>	INTERMEDIATE STENOGRAPHER
4999A	38	<u>39</u>	PUBLIC HEALTH MICROBIOLOGIST I

SECTION 27. Section 6.78.010 (Department of Health Services – Administration) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>4740A</u>	<u>1</u>	<u>MENTAL HLTH CLINICAL PROG MGR I</u>
<u>9019A</u>	<u>3</u>	<u>SENIOR CLINICAL SOCIAL WORKER</u>

SECTION 28. Section 6.78.010 (Department of Health Services – Administration) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8038A	4 <u>3</u>	ASSISTANT HOSPITAL ADMINISTRATOR I
4595A	20 <u>25</u>	ASSISTANT STAFF ANALYST,HLTH SERV
2214A	66 <u>65</u>	INTERMEDIATE TYPIST-CLERK
2109A	6 <u>7</u>	MANAGEMENT SECRETARY III
5121A	23 <u>24</u>	NURSE PRACTITIONER
5476A	42 <u>13</u>	PHYSICIAN SPECIALIST(NON MEGAFLEX)
4629A	6 <u>8</u>	PROGRAM IMPLEMENTATION MANAGER,HS
5134A	20 <u>24</u>	REGISTERED NURSE II
5135A	4 <u>5</u>	REGISTERED NURSE III
1140A	36 <u>37</u>	SENIOR CLERK
5456A	5 <u>6</u>	SENIOR PHYSICIAN

4594A	25	<u>27</u>	SENIOR STAFF ANALYST,HEALTH
2216A	77	<u>76</u>	SENIOR TYPIST-CLERK
4593A	74	<u>79</u>	STAFF ANALYST,HEALTH

SECTION 29. Section 6.78.030 (Department of Health Services – Managed care services) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
0647A	4	<u>2</u>	ACCOUNTANT II

SECTION 30. Section 6.78.035 (Department of Health Services – Juvenile court health services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1138A	24	<u>20</u>	INTERMEDIATE CLERK
6022A	2	<u>3</u>	LIGHT VEHICLE DRIVER

SECTION 31. Section 6.78.055 (Department of Health Services – MetroCare Network) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1138A	285	<u>284</u>	INTERMEDIATE CLERK
2214A	259	<u>258</u>	INTERMEDIATE TYPIST-CLERK
5105A	39	<u>40</u>	LICENSED VOCATIONAL NURSE II
9002A	28	<u>30</u>	MEDICAL CASE WORKER II
5100A	170	<u>176</u>	NURSING ATTENDANT II
5101A	56	<u>66</u>	NURSING ATTENDANT III
5047A	24	<u>22</u>	PHYSICIAN ASSISTANT
5408M	130	<u>131</u>	PHYSICIAN,POST GRADUATE(1ST YEAR)
5411M	40	<u>41</u>	PHYSICIAN,POST GRADUATE(6TH YEAR)
9035A	4	<u>2</u>	PSYCHIATRIC SOCIAL WORKER II
5871A	3	<u>4</u>	RECREATION THERAPIST I
5133A	568	<u>587</u>	REGISTERED NURSE I
5134A	566	<u>573</u>	REGISTERED NURSE II
5135A	144	<u>146</u>	REGISTERED NURSE III
1140A	34	<u>33</u>	SENIOR CLERK
6836A	3	<u>2</u>	SENIOR LAUNDRY WORKER
2216A	49	<u>46</u>	SENIOR TYPIST-CLERK
5339A	3	<u>4</u>	SUPERVISING STAFF NURSE II

2219A	44	<u>10</u>	SUPERVISING TYPIST-CLERK
2420A	9	<u>8</u>	TELEPHONE OPERATOR

SECTION 32. Section 6.78.060 (Department of Health Services – LAC+USC healthcare network) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
5080A	4		CENTRAL SERVICE MANAGER II

SECTION 33. Section 6.78.060 (Department of Health Services – LAC+USC healthcare network) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
0643A	6	<u>5</u>	ACCOUNTING TECHNICIAN II
5092A	138	<u>145</u>	CERTIFIED MEDICAL ASSISTANT
1138A	406	<u>404</u>	INTERMEDIATE CLERK
2214A	275	<u>273</u>	INTERMEDIATE TYPIST-CLERK
6886A	2	<u>1</u>	LAUNDRY COORDINATOR
5105A	47	<u>48</u>	LICENSED VOCATIONAL NURSE II
5100A	254	<u>257</u>	NURSING ATTENDANT II
5476A	406	<u>108</u>	PHYSICIAN SPECIALIST(NON MEGAFLEX)
7575A	2	<u>1</u>	PRINTER I

5133A	4449	<u>1158</u>	REGISTERED NURSE I
5134A	978	<u>1009</u>	REGISTERED NURSE II
5135A	314	<u>335</u>	REGISTERED NURSE III
2216A	71	<u>70</u>	SENIOR TYPIST-CLERK
2219A	44	<u>13</u>	SUPERVISING TYPIST-CLERK
2329A	44	<u>43</u>	WAREHOUSE WORKER AID
2332A	5	<u>4</u>	WAREHOUSE WORKER II

SECTION 34. Section 6.78.065 (Department of Health Services – Rancho Los Amigos) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5080A	4	CENTRAL SERVICE MANAGER II

SECTION 35. Section 6.78.065 (Department of Health Services – Rancho Los Amigos) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>9015A</u>	<u>1</u>	<u>CLINICAL SOCIAL WORK SUPERVISOR II</u>

SECTION 36. Section 6.78.065 (Department of Health Services – Rancho Los Amigos) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
6471A	8	<u>7</u>	ELECTRICIAN
2591A	6	<u>5</u>	INFORMATION SYSTEMS ANALYST II
1138A	73	<u>72</u>	INTERMEDIATE CLERK
2214A	55	<u>54</u>	INTERMEDIATE TYPIST-CLERK
2423A	2	<u>1</u>	SENIOR TELEPHONE OPERATOR

SECTION 37. Section 6.78.070 (Department of Health Services – ValleyCare Network) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
5092A	404	<u>109</u>	CERTIFIED MEDICAL ASSISTANT
1138A	446	<u>147</u>	INTERMEDIATE CLERK
5100A	426	<u>128</u>	NURSING ATTENDANT II
5133A	380	<u>381</u>	REGISTERED NURSE I
5134A	334	<u>333</u>	REGISTERED NURSE II
5135A	94	<u>92</u>	REGISTERED NURSE III
2219A	49	<u>18</u>	SUPERVISING TYPIST-CLERK

SECTION 38. Section 6.78.085 (Department of Health Services – Integrated Correctional Health Services) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>0888A</u>	<u>1</u>	<u>ADMINISTRATIVE ASSISTANT II</u>
<u>0889A</u>	<u>1</u>	<u>ADMINISTRATIVE ASSISTANT III</u>
<u>8705J</u>	<u>2</u>	<u>ASST BEHAVIORAL SCIENCES CONSULTANT</u>
<u>5458A</u>	<u>1</u>	<u>CHIEF PHYSICIAN II</u>
<u>4739A</u>	<u>1</u>	<u>CHIEF MENTAL HEALTH PSYCHIATRIST</u>
<u>8703A</u>	<u>1</u>	<u>CHIEF,PSYCHOLOGICAL SERVICES</u>
<u>8697A</u>	<u>26</u>	<u>CLINICAL PSYCHOLOGIST II</u>
<u>8697N</u>	<u>1</u>	<u>CLINICAL PSYCHOLOGIST II</u>
<u>8694A</u>	<u>4</u>	<u>CLINICAL PSYCHOLOGY INTERN</u>
<u>9013N</u>	<u>4</u>	<u>CLINICAL SOCIAL WORKER</u>
<u>4776A</u>	<u>1</u>	<u>DENTAL DIRECTOR I</u>
<u>4763A</u>	<u>10</u>	<u>DENTIST</u>
<u>4727A</u>	<u>2</u>	<u>HEALTH PROGRAM ANALYST I</u>
<u>4729A</u>	<u>2</u>	<u>HEALTH PROGRAM ANALYST II</u>
<u>2545A</u>	<u>1</u>	<u>IT TECHNICAL SUPPORT ANALYST I</u>
<u>2214A</u>	<u>16</u>	<u>INTERMEDIATE TYPIST-CLERK</u>
<u>1848A</u>	<u>1</u>	<u>MANAGEMENT ANALYST</u>
<u>2109A</u>	<u>2</u>	<u>MANAGEMENT SECRETARY III</u>

<u>9002A</u>	<u>52</u>	<u>MEDICAL CASE WORKER II</u>
<u>5463A</u>	<u>1</u>	<u>MEDICAL DIRECTOR I</u>
<u>9038A</u>	<u>18</u>	<u>MENTAL HEALTH CLINICAL SUPERVISOR</u>
<u>5278A</u>	<u>16</u>	<u>MENTAL HEALTH COUNSELOR,RN</u>
<u>5278H</u>	<u>1</u>	<u>MENTAL HEALTH COUNSELOR,RN</u>
<u>4735A</u>	<u>44</u>	<u>MENTAL HEALTH PSYCHIATRIST</u>
<u>8148A</u>	<u>2</u>	<u>MENTAL HEALTH SERVICES COORD I</u>
<u>8149A</u>	<u>6</u>	<u>MENTAL HEALTH SERVICES COORD II</u>
<u>4741A</u>	<u>3</u>	<u>MENTAL HLTH CLINICAL PROG MGR II</u>
<u>4741N</u>	<u>1</u>	<u>MENTAL HLTH CLINICAL PROG MGR II</u>
<u>4742A</u>	<u>1</u>	<u>MENTAL HLTH CLINICAL PROG MGR III</u>
<u>5121A</u>	<u>24</u>	<u>NURSE PRACTITIONER</u>
<u>5107A</u>	<u>2</u>	<u>NURSING ASSISTANT,SHERIFF</u>
<u>5107N</u>	<u>3</u>	<u>NURSING ASSISTANT,SHERIFF</u>
<u>9192A</u>	<u>1</u>	<u>PATIENT RESOURCES WORKER</u>
<u>5476A</u>	<u>62</u>	<u>PHYSICIAN SPECIALIST(NON MEGAFLEX)</u>
<u>9035A</u>	<u>93</u>	<u>PSYCHIATRIC SOCIAL WORKER II</u>
<u>9035N</u>	<u>2</u>	<u>PSYCHIATRIC SOCIAL WORKER II</u>
<u>8162A</u>	<u>3</u>	<u>PSYCHIATRIC TECHNICIAN II</u>
<u>8163A</u>	<u>4</u>	<u>PSYCHIATRIC TECHNICIAN III</u>
<u>5871A</u>	<u>2</u>	<u>RECREATION THERAPIST I</u>
<u>5872A</u>	<u>5</u>	<u>RECREATION THERAPIST II</u>
<u>5870A</u>	<u>1</u>	<u>RECREATION THERAPY ASSISTANT</u>

<u>5139A</u>	<u>11</u>	<u>REGISTERED NURSE I,SHERIFF</u>
<u>5140A</u>	<u>9</u>	<u>REGISTERED NURSE II,SHERIFF</u>
<u>5141A</u>	<u>2</u>	<u>REGISTERED NURSE III,SHERIFF</u>
<u>8593A</u>	<u>3</u>	<u>REHABILITATION COUNSELOR II</u>
<u>2096A</u>	<u>2</u>	<u>SECRETARY III</u>
<u>1140A</u>	<u>3</u>	<u>SENIOR CLERK</u>
<u>8105A</u>	<u>1</u>	<u>SENIOR COMMUNITY WORKER</u>
<u>4766A</u>	<u>1</u>	<u>SENIOR DENTIST</u>
<u>5280A</u>	<u>6</u>	<u>SENIOR MENTAL HEALTH COUNSELOR,RN</u>
<u>2102A</u>	<u>4</u>	<u>SENIOR SECRETARY III</u>
<u>2103A</u>	<u>1</u>	<u>SENIOR SECRETARY IV</u>
<u>2216A</u>	<u>16</u>	<u>SENIOR TYPIST-CLERK</u>
<u>0913A</u>	<u>3</u>	<u>STAFF ASSISTANT II</u>
<u>5884A</u>	<u>12</u>	<u>SUBSTANCE ABUSE COUNSELOR</u>
<u>0897A</u>	<u>1</u>	<u>SUPVG ADMINISTRATIVE ASSISTANT II</u>
<u>4737A</u>	<u>6</u>	<u>SUPVG MENTAL HEALTH PSYCHIATRIST</u>
<u>8712A</u>	<u>5</u>	<u>SUPERVISING PSYCHOLOGIST</u>
<u>5340A</u>	<u>5</u>	<u>SUPERVISING STAFF NURSE I,SHERIFF</u>
<u>5340N</u>	<u>1</u>	<u>SUPERVISING STAFF NURSE I,SHERIFF</u>
<u>5341A</u>	<u>1</u>	<u>SUPERVISING STAFF NURSE II,SHERIFF</u>

SECTION 39. Section 6.80.010 (Department of Human Resources) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1916A	43 <u>12</u>	SENIOR HUMAN RESOURCES MANAGER

SECTION 40. Section 6.81.010 (Internal Services Department) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
3719A	4	COMMUNICATIONS DESIGN TECHNICIAN
2215A	4	SENIOR MANAGEMENT SECRETARY II

SECTION 41. Section 6.81.010 (Internal Services Department) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>0647N</u>	<u>2</u>	<u>ACCOUNTANT II</u>
<u>0907N</u>	<u>3</u>	<u>STAFF ASSISTANT I</u>

SECTION 42. Section 6.81.010 (Internal Services Department) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
0648N	4	<u>2</u>	ACCOUNTANT III
2521A	28	<u>24</u>	APPLICATION DEVELOPER II
6026A	46	<u>42</u>	COUNTY MESSENGER DRIVER
7521A	6	<u>5</u>	MILLWRIGHT
2096A	34	<u>33</u>	SECRETARY III
6976A	3	<u>2</u>	SIGN PAINTER
6029A	5	<u>4</u>	SUPERVISOR,MAIL & DELIVERY SERVICE
7224A	10	<u>9</u>	WASTEWATER TREATMENT PLANT OPERATOR

SECTION 43. Section 6.86.010 (Department of Mental Health) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
5278H	4		MENTAL HEALTH COUNSELOR,RN
5107N	3		NURSING ASSISTANT,SHERIFF
5871A	2		RECREATION THERAPIST I
5139A	14		REGISTERED NURSE I,SHERIFF
5140A	9		REGISTERED NURSE II,SHERIFF
5141A	2		REGISTERED NURSE III,SHERIFF
0897A	4		SUPVG ADMINISTRATIVE ASSISTANT II

5340A	5	SUPERVISING STAFF NURSE I, SHERIFF
5340N	4	SUPERVISING STAFF NURSE I, SHERIFF
5341A	4	SUPERVISING STAFF NURSE II, SHERIFF

SECTION 44. Section 6.86.010 (Department of Mental Health) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.		NO. OF ORDINANCE POSITIONS	TITLE
0888A	17	<u>16</u>	ADMINISTRATIVE ASSISTANT II
0889A	20	<u>19</u>	ADMINISTRATIVE ASSISTANT III
8705J	18	<u>16</u>	ASST BEHAVIORAL SCIENCES CONSULTANT
4739A	3	<u>2</u>	CHIEF MENTAL HEALTH PSYCHIATRIST
8697A	264	<u>244</u>	CLINICAL PSYCHOLOGIST II
8697N	13	<u>12</u>	CLINICAL PSYCHOLOGIST II
8694A	8	<u>4</u>	CLINICAL PSYCHOLOGY INTERN
4727A	44	<u>50</u>	HEALTH PROGRAM ANALYST I
2545A	7	<u>6</u>	IT TECHNICAL SUPPORT ANALYST I
2214A	403	<u>396</u>	INTERMEDIATE TYPIST-CLERK
2214N	44	<u>15</u>	INTERMEDIATE TYPIST-CLERK
1848A	22	<u>24</u>	MANAGEMENT ANALYST
2109A	44	<u>13</u>	MANAGEMENT SECRETARY III
9002A	283	<u>243</u>	MEDICAL CASE WORKER II
4740A	30	<u>32</u>	MENTAL HLTH CLINICAL PROG MGR I
4741A	54	<u>52</u>	MENTAL HLTH CLINICAL PROG MGR II

4742A	34	<u>33</u>	MENTAL HLTH CLINICAL PROG MGR III
9038A	244	<u>219</u>	MENTAL HEALTH CLINICAL SUPERVISOR
9038N	47	<u>18</u>	MENTAL HEALTH CLINICAL SUPERVISOR
5278A	472	<u>157</u>	MENTAL HEALTH COUNSELOR,RN
4735A	264	<u>218</u>	MENTAL HEALTH PSYCHIATRIST
8148A	73	<u>71</u>	MENTAL HEALTH SERVICES COORD I
8149A	83	<u>77</u>	MENTAL HEALTH SERVICES COORD II
5107A	6	<u>2</u>	NURSING ASSISTANT,SHERIFF
9193A	77	<u>83</u>	PATIENT FINANCIAL SERVS WORKER
9035A	993	<u>978</u>	PSYCHIATRIC SOCIAL WORKER II
9035N	65	<u>64</u>	PSYCHIATRIC SOCIAL WORKER II
8162A	45	<u>47</u>	PSYCHIATRIC TECHNICIAN II
8163A	34	<u>27</u>	PSYCHIATRIC TECHNICIAN III
5872A	45	<u>10</u>	RECREATION THERAPIST II
5870A	2	<u>1</u>	RECREATION THERAPY ASSISTANT
8593A	9	<u>6</u>	REHABILITATION COUNSELOR II
3033A	2	<u>3</u>	SAFETY ASSISTANT
1140A	43	<u>10</u>	SENIOR CLERK
5280A	52	<u>46</u>	SENIOR MENTAL HEALTH COUNSELOR,RN
5280N	3	<u>2</u>	SENIOR MENTAL HEALTH COUNSELOR,RN
2102A	60	<u>56</u>	SENIOR SECRETARY III
2216A	423	<u>109</u>	SENIOR TYPIST-CLERK
0907A	50	<u>68</u>	STAFF ASSISTANT I

0913A	46	<u>43</u>	STAFF ASSISTANT II
5884A	49	<u>37</u>	SUBSTANCE ABUSE COUNSELOR
4737A	25	<u>20</u>	SUPVG MENTAL HEALTH PSYCHIATRIST
8712A	46	<u>43</u>	SUPERVISING PSYCHOLOGIST
1865A	39	<u>41</u>	TRAINING COORDINATOR,MENTAL HEALTH

SECTION 45. Section 6.92.010 (Department of Museum of Natural History) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1001A	4	DEPY DIR,ADMIN & OPNS,MUS/NAT HIS

SECTION 46. Section 6.94.010 (Department of Parks and Recreation) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1002N</u>	<u>1</u>	<u>ADMINISTRATIVE SERVICES MANAGER I</u>
<u>4206A</u>	<u>1</u>	<u>ENVIRONMENTAL ENGINEERING SPEC</u>

SECTION 47. Section 6.94.010 (Department of Parks and Recreation) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0283A	7	<u>9</u> ARBORETUM GARDENER
8813A	3	<u>4</u> ASSISTANT GOLF DIRECTOR

0352A	119	<u>120</u>	GROUNDS MAINTENANCE WORKER I
2964H	502	<u>521</u>	POOL LIFEGUARD
8796H	652	<u>666</u>	RECREATION SERVICES LEADER
8836A	14	<u>15</u>	REGIONAL PARK SUPERINTENDENT I
2965H	75	<u>87</u>	SENIOR POOL LIFEGUARD

SECTION 48. Section 6.100.010 (Probation Department – Support services) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0907N	4	STAFF ASSISTANT I

SECTION 49. Section 6.100.010 (Probation Department – Support services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2559A	3	<u>5</u> NETWORK SYSTEMS ADMINISTRATOR II
1334A	13	<u>12</u> PAYROLL CLERK II
2585A	6	<u>5</u> SENIOR INFORMATION TECHNOLOGY AIDE
2560A	3	<u>4</u> SR NETWORK SYSTEMS ADMINISTRATOR
2216A	19	<u>20</u> SENIOR TYPIST-CLERK
0907A	2	<u>3</u> STAFF ASSISTANT I

SECTION 50. Section 6.104.010 (Public Defender) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
<u>9232O</u>	<u>11</u>		<u>PARALEGAL</u>
<u>1600A</u>	<u>1</u>		<u>PUBLIC INFORMATION OFFICER I</u>

SECTION 51. Section 6.104.010 (Public Defender) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
9035N	44	<u>8</u>	PSYCHIATRIC SOCIAL WORKER II
2096A	<u>2</u>	<u>1</u>	SECRETARY III

SECTION 52. Section 6.106.010 (Public Library) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
8334A	485	<u>189</u>	LIBRARIAN I

SECTION 53. Section 6.108.010 (Department of Public Social Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0889A	29 <u>32</u>	ADMINISTRATIVE ASSISTANT III
1002A	113 <u>117</u>	ADMINISTRATIVE SERVICES MANAGER I
1003A	42 <u>45</u>	ADMINISTRATIVE SERVICES MANAGER II
8014A	13 <u>14</u>	DIVISION CHIEF,PSS
8021A	304 <u>321</u>	HUMAN SERVICES ADMINISTRATOR I
8023A	72 <u>73</u>	HUMAN SERVICES ADMINISTRATOR III

SECTION 54. Section 6.109.010 (Department of Public Works) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
6535A	4	ELECTRONICS AUDIO TECHNICIAN

SECTION 55. Section 6.109.010 (Department of Public Works) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2561A</u>	<u>1</u>	<u>PRINCIPAL NETWORK SYSTEMS ADMIN</u>

SECTION 56. Section 6.109.010 (Department of Public Works) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
4171A	38	<u>35</u>	BUILDING ENGINEERING INSPECTOR
4162A	34	<u>30</u>	BUILDING PERMIT TECHNICIAN II
0684A	6	<u>8</u>	COMPLIANCE AUDITOR
4195A	22	<u>19</u>	CONSTRUCTION INSPECTOR
2214A	102	<u>101</u>	INTERMEDIATE TYPIST-CLERK
2559A	4	<u>2</u>	NETWORK SYSTEMS ADMINISTRATOR II
3438A	33	<u>34</u>	PRINCIPAL ENGINEER
0977A	8	<u>10</u>	PROGRAM MANAGER I
0978A	13	<u>14</u>	PROGRAM MANAGER II
5922F	29	<u>26</u>	PUBLIC WORKS LABORER
2097A	43	<u>44</u>	SECRETARY IV
1140A	26	<u>25</u>	SENIOR CLERK
2216A	32	<u>34</u>	SENIOR TYPIST-CLERK
0907A	20	<u>21</u>	STAFF ASSISTANT I
0913A	27	<u>29</u>	STAFF ASSISTANT II
3528A	3	<u>2</u>	TELECOMMUNICATIONS SYSTEMS ENGINEER

SECTION 57. Section 6.112.010 (Department of Regional Planning) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4430A	54 <u>57</u>	REGIONAL PLANNING ASSISTANT II

SECTION 58. Section 6.120.010 (Sheriff – Administration) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0907A	3	STAFF ASSISTANT I

SECTION 59. Section 6.120.010 (Sheriff – Administration) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1923A	34 <u>35</u>	EMPLOYMENT SERVS ASST I, SHERIFF
1924A	64 <u>62</u>	EMPLOYMENT SERVS ASST II, SHERIFF
1925A	48 <u>20</u>	EMPLOYMENT SERVS ASST III, SHERIFF
2216A	44 <u>13</u>	SENIOR TYPIST-CLERK

SECTION 60. Section 6.120.012 (Sheriff – Custody) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0907A	2	STAFF ASSISTANT I
0913A	3	STAFF ASSISTANT II

SECTION 61. Section 6.120.012 (Sheriff – Custody) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2104A	5 <u>6</u>	SENIOR SECRETARY V

SECTION 62. Section 6.120.013 (Sheriff – Detective services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2721A	7 <u>8</u>	CAPTAIN
2708A	385 <u>386</u>	DEPUTY SHERIFF
2708N	38 <u>35</u>	DEPUTY SHERIFF
1229N	3 <u>4</u>	OPERATIONS ASSISTANT II, SHERIFF
2098A	7 <u>8</u>	SECRETARY V
2717N	40 <u>9</u>	SERGEANT

SECTION 63. Section 6.120.014 (Sheriff – General support services) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0913A	4	STAFF ASSISTANT II

SECTION 64. Section 6.120.014 (Sheriff – General support services) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1681A</u>	<u>3</u>	<u>DEPUTY COMPLIANCE OFFICER</u>
<u>1682A</u>	<u>1</u>	<u>SR DEPUTY COMPLIANCE OFFICER</u>

SECTION 65. Section 6.120.014 (Sheriff – General support services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2721A	9 <u>8</u>	CAPTAIN
8701A	7 <u>9</u>	INDUSTRIAL/ORG CONSULTANT, SHERIFF
1229A	47 <u>48</u>	OPERATIONS ASSISTANT II, SHERIFF
2594A	6 <u>7</u>	PRINCIPAL INFO SYSTEMS ANALYST
2098A	10 <u>9</u>	SECRETARY V
2525A	15 <u>16</u>	SENIOR APPLICATION DEVELOPER

SECTION 66. Section 6.120.016 (Sheriff – County services) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2708A	245 <u>249</u>	DEPUTY SHERIFF

SECTION 67. Section 6.120.017 (Sheriff – Medical services bureau) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5458A	4	CHIEF PHYSICIAN II
4776A	4	DENTAL DIRECTOR I
4763A	10	DENTIST
5463A	4	MEDICAL DIRECTOR I
5121A	24	NURSE PRACTITIONER
5455A	37	PHYSICIAN SPECIALIST(MEGAFLEX)
5476A	25	PHYSICIAN SPECIALIST(NON MEGAFLEX)
4766A	4	SENIOR DENTIST

SECTION 68. Section 6.120.017 (Sheriff – Medical services bureau) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>5837A</u>	<u>1</u>	<u>PHYSICAL THERAPIST I</u>

SECTION 69. Section 6.120.018 (Sheriff – Patrol clearing account) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
0939A	4	<u>9</u>	CRIME ANALYST,SHERIFF
2708A	3996	<u>4013</u>	DEPUTY SHERIFF
2708N	99	<u>100</u>	DEPUTY SHERIFF
2719A	193	<u>194</u>	LIEUTENANT
2098A	38	<u>37</u>	SECRETARY V
2828A	435	<u>138</u>	SECURITY OFFICER,SHERIFF
2104A	10	<u>9</u>	SENIOR SECRETARY V
2216A	5	<u>6</u>	SENIOR TYPIST-CLERK
2717A	702	<u>708</u>	SERGEANT

SECTION 70. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

[FY16-17FINALBUDGETKPCEO]



JOSEPH KELLY
TREASURER AND TAX COLLECTOR

COUNTY OF LOS ANGELES TREASURER AND TAX COLLECTOR

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 437
LOS ANGELES, CALIFORNIA 90012
TELEPHONE: (213) 974-2101 FAX: (213) 626-1812



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September 6, 2016

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**TREASURER AND TAX COLLECTOR
RECOMMENDATION TO AWARD AND EXTEND CONTRACTS FOR
COLLECTION AND ACCOUNTS RECEIVABLE SYSTEMS
TO COLUMBIA ULTIMATE, INC.
(ALL DISTRICTS - 3 VOTES)**

**CIO RECOMMENDATION: (X) APPROVE () APPROVE WITH MODIFICATION
() DISAPPROVE**

SUBJECT

The recommended action is to (i) approve Contract Award to Columbia Ultimate, Inc. (Columbia Ultimate) for the provision of a new Collections and Accounts Receivable System; and (ii) approve an extension of the existing sole source contract with Columbia Ultimate for the existing Collections and Accounts Receivable System for the purpose of transitioning to the new system.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Award and instruct the Chair to sign the attached Contract (Exhibit I) with Columbia Ultimate to provide a new Collections and Accounts Receivable System (CARS) to the Treasurer and Tax Collector (TTC) commencing on Board of Supervisors' (Board) approval for a period ending five years after final acceptance of the CARS, with an option to extend the Contract for two one-year extensions and/or six month-to-month extensions, with a maximum Contract Sum not to exceed \$1,700,000, comprised of: (i) \$1,450,000 for planned contract elements, such as implementation, training, license fees, and maintenance and support services; and

- (ii) \$250,000 for Pool Dollars, with Pool Dollar expenditures to be authorized through the issuance of Change Notices and/or amendments, as applicable.
2. Delegate authority to the County's Treasurer and Tax Collector, or his designee, to execute amendments to the Contract to: 1) exercise the optional two one-year extensions and/or six month-to-month extensions; and 2) add, delete, and/or revise certain terms and conditions as required under Federal or State law or regulation, County policy, Board and/or Chief Executive Office (CEO).
 3. Delegate authority to the County's Treasurer and Tax Collector, or his designee, to: 1) approve and execute amendments which affect the statement of work that do not materially alter the Contract and provided approval is obtained from County Counsel; 2) approve and execute Change Notices to the Contract not requiring any additional costs or expenses or not affecting any terms or conditions of the Contract; and 3) approve and execute Change Notices using Pool Dollars included as part of the maximum Contract Sum for the acquisition of additional work requested by County and provided the amounts payable under such Change Notices do not exceed the available amount of Pool Dollars; 4) approve and execute Change Orders to the Contract for any change which is clerical or administrative in nature and/or does not affect any term or condition of the Contract.
 4. Delegate authority to County's Treasurer and Tax Collector, or his designee, to amend the current contract (Contract Number 76582) for the existing CARS to: (i) extend the contract term through March 31, 2018, to enable the TTC to continue receiving license, maintenance, support, and professional services, as it transitions to the new CARS, with a maximum contract amendment sum not to exceed \$140,183; and (ii) terminate the current contract in accordance with its terms by providing notice of non-renewal to the Contractor before the expiration of any monthly period if the new CARS is implemented more quickly than anticipated and transition activities are completed.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The TTC operates as the collection agency for the County providing a variety of services including, but not limited to, collections for the Department of Public Social Services related to CalFresh, CalWORKS, and General Relief overpayments; as well as the collection of delinquent debt owed to various County departments for personal or mandated services received by individuals or business entities. In addition, the Probation Department (Probation) uses the CARS to enforce the financial orders of the Superior Court through the collection and distribution of victim restitution, fines and fees. Monthly, the TTC distributes approximately \$284,000 in restitution payments to approximately 2,300 victims.

The existing CARS provides for the management of collection accounts including, but not limited to, the following:

- The processing of new account referrals from other County departments.
- The processing and reporting of payment information to and from the referring department.
- The generation of collection letters and notices.
- The referral of eligible accounts to the State of California Interagency Intercept Collection Program (IICP) and to the Federal Treasury Offset Program (TOP) for offset.
- The referral of accounts to the TTC's contracted Outside Collection Agencies (OCA).

The County's current legacy CARS is over 20 years old and has been regularly maintained and updated; however, the architecture of the CARS has not changed. The County requires the new CARS to address its growing business needs as well as provide a system platform based on current technologies that will allow greater flexibility for future development and enhancements.

The new CARS will provide greater flexibility with several critical processes including, but not limited to the following:

- The automated uploading and processing of new referral files from other County departments with the ability to process multiple file types and layouts.
- Enhanced functionality for posting, distributing, reconciling, and reporting payments.
- The automated assignment of accounts to staff including greater flexibility with automated workflows.
- Enhanced monitoring of collection activities.
- Enhanced tools for creating new collection letters and notices as well as flexibility in generating automated letters and notices.
- Updated interfaces for the referral of eligible accounts to IICP and TOP.
- The automated referral of delinquent accounts to OCA for assignment including the ability to track assignments, payments, and subsequent write-offs of uncollectible referrals.
- The automated auditing of the accounts assigned to OCA.
- Enhanced reporting functionalities for standard and ad hoc reports including the ability to generate reports with variable output formats (PDF, Excel, Word, etc.).
- Implementation of a replacement system using the latest available technologies.
- Enhanced security environment for exchanging sensitive data with other County departments, outside government agencies, and OCA.

- Ability to establish separate branches (e.g. the TTC, Probation, and client Departments) for the segregation of accounts assigned to specific collection groups allowing for the independent assigning, tracking, noticing, and reporting.
- Ability to expand to include new programs that require segregation from existing accounts, such as the collection of inmate accounts related to victim restitution, which will require a Board approved amendment from the requesting Department (e.g., Sheriff's Department and District Attorney).

Overall, the new CARS will provide greater functionality, better access to data through the improved reporting tools, and an enhanced user interface. In addition, the architecture of the CARS will be based on current technologies that will be easier to support and will provide better opportunities for future development as needed.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The approval of these Contracts is consistent with the Strategic Plan Goal of Operational Effectiveness/Fiscal Sustainability.

FISCAL IMPACT/FINANCING

The maximum sum for the entire term of the new Contract, including optional term extensions, is \$1.7 million. A total of \$1.2 million was included in the TTC's Fiscal Year (FY) 2015-16 Final Adopted Budget. On July 14, 2016, the TTC informed the Board of its intent to extend the current contract and submit a recommended new contract for Board approval in August/September 2016. Therefore, the TTC requested to carryover the \$1.2 million for the CARS replacement in the FY 2016-17 Supplemental Budget. Funds required for subsequent years will be included in the TTC's future budgets.

Funding for the continued maintenance and support of the debt collection system for the first nine months of the extension period of October 1, 2016, through June 30, 2017, is included in the FY 2016-17 budget. Funding for July 1, 2017, through March 31, 2018, will be included in the FY 2017-18 proposed budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Pursuant to Government Code 31000, the Board is authorized to contract for special services.

The Contract contains the County's required provisions, including the requirement for the Contractor to notify and assist its employees with the Federal Earned Income Tax Credit application process, the consideration of qualified GAIN/GROW participants for employment openings, compliance with the Jury Duty Ordinance, Safely Surrender Baby Law, and Contractor notification to the County when the Contract is within six months from expiration of the term of the Contract.

The Contract includes all Board required provisions with some variances. The variances primarily relate to the licensing requirements applicable to the CARS and Columbia Ultimate's status as an out-of-state vendor. The license to the CARS is limited to the term of the Contract, as Columbia Ultimate does not offer perpetual licensing of its products. In addition, the County is not entitled to any intellectual property rights with respect to any enhancement to the CARS, as the CARS is commercially available and not created to County specifications. Finally, the TTC has determined that a source code escrow is unnecessary for this system. As such, the variances in the Contract were updated to reflect these changes. In addition, certain required provisions (e.g. Safely Surrendered Baby) were adjusted to apply only where legally permitted and applicable to Columbia Ultimate's activities in the State of California.

The TTC consulted with the CEO's Risk Management Branch and confirmed the Contract's insurance coverage requirements are in compliance with County standards. County Counsel has approved the Contract, attached as Exhibit I, as to form. The Chief Information Office (CIO) concurs with the TTC's recommendation and attached is its analysis as Attachment A.

The TTC will not request Columbia Ultimate to perform services that exceed the Contract Sum, scope of work, or extend beyond the term of the Contract. Columbia Ultimate will notify the TTC when it has incurred 75 percent of the maximum Contract Sum. The Contract expressly provides that the County does not have an obligation to pay for expenditures by Columbia Ultimate that exceed the maximum Contract Sum. Additionally, the Contract contains performance standards, including liquidated damages for substandard and/or non-performance.

As to the extension of the current sole source contract, approval of the 18 month extension will allow the continuation of services in order to complete the implementation process of the new system. The TTC has completed the Sole Source checklist (Attachment IV) as required. The CIO concurs with the TTC's recommendations and attached is its analysis as Attachment A.

CONTRACTING PROCESS

On July 2, 2015, the TTC released a Request for Proposals (RFP) for a collections and accounts receivable system and posted the solicitation and contracting opportunity announcement under four Commodity Codes on the County's "Doing Business with Us" website (Attachment I). The TTC's staff also posted the RFP to the TTC's website and emailed or mailed the RFP notification letter to 15 vendors on the TTC's Collections and Accounts Receivable Mailing List (Attachment II).

On July 20, 2015, the TTC held a Mandatory Proposers' Conference and six firms attended: CGI, Columbia Ultimate, FICO, IT Project Pros, Inc., Quantec Software, and SAS. The proposal submission deadline was August 19, 2015. Two firms responded with proposals by the due date: IT Project Pros, Inc. and Columbia Ultimate. An Evaluation Committee comprised of members from the TTC's Tax Collection, Internal Controls, Systems Branch, and the Budget and Fiscal Services Division from Probation conducted the evaluation. The Evaluation Committee utilized the County's Informed Averaging scoring methodology. The proposal submitted by Columbia Ultimate was the highest ranked, most responsive, and responsible of the proposals evaluated.

Columbia Ultimate's proposal clearly demonstrated that the firm had a good understanding of the scope of work and the complexity of the service requirements. Columbia Ultimate has over 30 years of experience providing services similar to those requested by the TTC, including contracts with over 50 cities and counties in California and various other government entities throughout the United States. While Columbia Ultimate has a large presence in the private sector, they are unique in that they have a dedicated public sector division whose focus is local and state government agencies. As a result of their long-standing relationship with their government client base in California, they are very experienced with governmental collection processes specific to California.

During negotiations, Columbia Ultimate notified the TTC that Ontario Systems, LLC acquired Columbia Ultimate's parent company, Columbia Ultimate Business Systems, Inc. Because this is an acquisition of Columbia Ultimate's parent company and not Columbia Ultimate, County Counsel has determined that Board Policy 5.053 (Evaluation of Vendors/Contractors Engaged in Mergers or Acquisitions), is not applicable.

On January 4, 2016, the TTC notified the non-awarded proposer, IT Project Pros, of the debriefing process. IT Project Pros did not request a debriefing.

The TTC has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended Contract and is exempt from Proposition A (County Code Chapter 2.121).

A summary of the Community Business Enterprise Program information for the recommended Contractor is included (Attachment III).

As to the current sole source contract, on July 14, 2016, the TTC briefed its intent to negotiate the extension of the sole source contract (Attachment V) at the Operations Cluster meeting. Subsequently, the TTC formally advised your Board in accordance with the revised Board Policy No. 5.100, Sole Source Contracts.

IMPACT ON CURRENT SERVICES

The current contract for CARS expires on September 30, 2016. Approval of the recommendations will ensure the TTC will receive continued licensing, maintenance, support, and professional services, until the implementation of the replacement CARS on or before March 30, 2018.

Respectfully submitted,

Reviewed by:

JOSEPH KELLY
Treasurer and Tax Collector

PETER LOO
Acting Chief Information Officer

JK:KK:NK
EVT:KAG:mab
CARS Brd Ltr Draft 8-18-16

Attachments (7)

c: District Attorney
Sheriff
Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors
Auditor-Controller
Probation Department



PETER LOO

ACTING CHIEF INFORMATION OFFICER

ATTACHMENT A

DRAFT

Office of the CIO CIO Analysis

NUMBER:

CA16-15

DATE:

Enter a date.

SUBJECT:

TREASURER AND TAX COLLECTOR RECOMMENDATION TO AWARD AND EXTEND CONTRACTS FOR COLLECTION AND ACCOUNTS RECEIVABLE SYSTEM TO COLUMBIA ULTIMATE, INC.

RECOMMENDATION:

☒ Approve

☐ Approve with Modification

☐ Disapprove

CONTRACT TYPE:

☒ New Contract

☒ Sole Source – Extension to Contract
No. 76583

☐ Amendment to Contract #:

☐ Other:

CONTRACT COMPONENTS:

☒ Software

☐ Hardware

☐ Telecommunications

☒ Professional Services

SUMMARY:

Department Executive Sponsor: Joseph Kelly, Treasurer and Tax Collector

Description: The Department of Treasurer and Tax Collector (TTC) is requesting: 1) Approval of a Contract with Columbia Ultimate, Inc. (Columbia Ultimate) for the implementation of services, software maintenance and support, and pool dollars for provision of a new Collections and Accounts Receivable System (CARS) with a term of five years upon system acceptance, with two 1-year options and six month-to-month extensions not to exceed \$1,700,000; 2) Authorization to exercise term options and extensions, to amend certain Contract terms and conditions, and to execute Change Notices using Contract Pool Dollars; and 3) Authorization for a sole source extension to existing Contract No. 76583 with Columbia Ultimate, expiring on September 30, 2016, for an additional 18-months through March 31, 2018 to provide continued maintenance and support of the legacy CARS application not to exceed \$140,183 while the replacement system is implemented.

Contract: Amount: \$1,840,183

Funding Source: TTC 2016-17 Budget

☐ Legislative or Regulatory Mandate

☐ Subvened/Grant Funded: N/A

Strategic and Business Analysis

PROJECT GOALS AND OBJECTIVES:

The objectives for TTC's request are to: 1) Award a new Contract to Columbia Ultimate for professional services, software maintenance and support, and pool dollars for implementation and on-going support of Columbia Ultimate's commercial off-the-shelf Revenue Results debt collection software, Tax Intercept and Victim Restitution modules, referred to as CARS; and 2) Receive authorization to extend existing Contract with Columbia Ultimate to provide continued maintenance and support for the

	<p>legacy CARS application to allow sufficient time to implement a new system replacement.</p>
	<p>BUSINESS DRIVERS:</p> <p>CARS provides TTC prioritized, simplified and automated collections on delinquent accounts for County departments. On an annual basis, TTC collects approximately \$26.5 million and adds approximately 91,000 new accounts to the system.</p> <p>The primary business drivers for this Board request are to: 1) Implement a new CARS using more modern technology to further automate and improve the accuracy and efficiency of the County collection services; and 2) Extend the legacy system Contract to provide continued maintenance and support in order to avoid disruption of current collection services, and to allow sufficient time to implement a system replacement.</p>
	<p>PROJECT ORGANIZATION:</p> <p>The CARS replacement project will be managed by TTC's information technology (IT) organization under the direction of Ron Moskowitz, Chief Information Officer, TTC.</p>
	<p>PERFORMANCE METRICS:</p> <p>TTC plans to monitor and validate the Contractor's work using the following:</p> <ul style="list-style-type: none">• Deliverables and acceptance criteria detailed in the Contract's Statement of Work (SOW);• A detailed implementation plan that will be developed and used throughout the Contract to ensure all work is scheduled and accounted for and all requirements are identified and completed; and• The Contract provides for 20 percent withhold of payment deliverables to ensure Contractor performance, which is due following final system acceptance by TTC.
	<p>STRATEGIC AND BUSINESS ALIGNMENT:</p> <p>The Contract supports County's Strategic Plan Goal 1, Organizational Effectiveness.</p>

	<p>PROJECT APPROACH:</p> <p>TTC intends to have the Contractor perform professional services to implement the new CARS application which replaces the legacy system that has been in production over the past 18 years, with the last major upgrade in 2011. The new CARS provides greater functionality and automation to support management of collection accounts, improved reporting capabilities, and modern system architecture that simplifies system support.</p> <hr/> <p>ALTERNATIVES ANALYZED:</p> <p>TTC issued a Request for Proposal (RFP) in July 2015 for acquisition of a collections and accounts receivable system, and received two proposals by the submission deadline. Both proposals were deemed responsive and were evaluated using the County's Informed Averaging methodology, and Columbia Ultimate's was the highest scoring proposal.</p> <p>In June 2016, Columbia Ultimate's parent company, Columbia Ultimate Business Systems, Inc., was acquired by Ontario Systems, LLC. In discussions with Columbia Ultimate, they have stated that their software products and support services provided under the current and proposed Contracts will not be impacted.</p>												
Technical Analysis	<p>ANALYSIS OF PROPOSED IT SOLUTION:</p> <p>The new CARS will be a client-server application built upon Microsoft technologies. It runs on a Windows Server 2012 Operating System and Microsoft SQL Database Management System, and will be hosted at a County's central data center.</p>												
Financial Analysis	<p>BUDGET:</p> <p>One-Time Costs:</p> <p><i>Contract costs:</i></p> <table> <tr> <td>Professional Services.....</td> <td>\$711,000</td> </tr> <tr> <td>Contract Pool Dollars</td> <td>\$250,000(1)</td> </tr> <tr> <td>Legacy CARS Maintenance & Support (M&S)</td> <td>\$140,183(2)</td> </tr> <tr> <td>Total One-Time Costs.....</td> <td>\$1,101,183</td> </tr> </table> <p>Ongoing Costs:</p> <p><i>Contract costs:</i></p> <table> <tr> <td>New CARS M&S.....</td> <td>\$739,000(3)</td> </tr> </table> <p><i>County costs:</i></p> <table> <tr> <td>Annual ISD Hosting</td> <td>\$52,000(4)</td> </tr> </table>	Professional Services.....	\$711,000	Contract Pool Dollars	\$250,000(1)	Legacy CARS Maintenance & Support (M&S)	\$140,183(2)	Total One-Time Costs.....	\$1,101,183	New CARS M&S.....	\$739,000(3)	Annual ISD Hosting	\$52,000(4)
Professional Services.....	\$711,000												
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Total One-Time Costs.....	\$1,101,183												
New CARS M&S.....	\$739,000(3)												
Annual ISD Hosting	\$52,000(4)												

	<p>Total Ongoing Costs \$791,000</p> <p>Notes</p> <p>(1) Used for County authorized additional work during the Contract term.</p> <p>(2) The 18-month cost of the legacy CARS M&S, which can be terminated early if the new CARS is implemented sooner than expected.</p> <p>(3) The 90-month cost for maintenance and support services for new CARS M&S that will not commence until full implementation and final system acceptance.</p> <p>(4) Estimated ISD hosting costs for three servers and SQL database licenses. TTC's existing business and IT staff will support the implementation and provide ongoing application management.</p>
Risk Analysis	<p>RISK MITIGATION:</p> <ol style="list-style-type: none"> 1. The CARS project is scheduled to be contractually completed in 18 months upon initiation. TTC indicates they will establish a strong project governance structure to ensure timely review of deliverables and adherence to scope, schedule, and budget. 2. The Contract's SOW identifies a comprehensive testing approach to ensure the solution works as intended and the data is successfully migrated from the legacy CARS. It also calls for vendor on-site technical assistance for problem resolution and production support at least 15 days following system go-live, and establishes a post-production fix period to address any unforeseen issues. 3. The Chief Information Security Officer (CISO) reviewed the Contract, which included recent Board required provisions for contractor data encryption, and did not identify any IT security or privacy related issues.
CIO Approval	<p>PREPARED BY:</p> <p>_____</p> <p>Greg Melendez, Sr. Associate CIO Date</p> <p>APPROVED:</p> <p>_____</p> <p>Peter Loo, Acting Chief Information Officer Date</p>

Please contact the Office of the CIO 213.253.5600 or info@cio.lacounty.gov for questions concerning this CIO Analysis. This document is also available online at <http://cioletranet.lacounty.gov/>

XXXXXXX, 2016

TO: Supervisor Hilda L. Solis, Chair
Supervisor Mark Ridley-Thomas
Supervisor Sheila Kuehl
Supervisor Don Knabe
Supervisor Michael D. Antonovich

FROM: Joseph Kelly
Treasurer and Tax Collector

Brian J. Stiger, Director
Department of Consumer and Business Affairs

SUBJECT: **120-DAY REPORT BACK TO THE BOARD – MAY 3, 2016 AGENDA
ITEM NO. 31 – BUSINESS REGISTRATION**

On May 3, 2016, your Board directed the Treasurer and Tax Collector (TTC) and the Director of Consumer and Business Affairs (DCBA), in consultation with the Community and Senior Services' (CSS) Workforce Development Business Services Unit, the Community Development Commission's (CDC) Economic Development and Business Services Program, the Chief Executive Officer, County Counsel, and any other appropriate departments, to:

- 1) Submit a proposal for Board consideration within 120 days to begin implementing a new Business Registration Program which would include all businesses in unincorporated Los Angeles County, except those already subject to the Business License Program.
- 2) Submit a proposal for Board consideration within 45 days to gather standardized information on businesses in both the license program and the proposed registration program, including number and occupational categories of employees, industrial classification of businesses, relevant County services and resources utilized and other information needed to effectively serve the business community and enforce the new Minimum Wage; and
- 3) Submit a proposal for Board consideration within 120 days, with supporting analysis, to license a select number of new business categories and/or conduct updated fee studies for those that are known to have high rates of wage violations and/or wage theft, such as garment manufacturing, restaurants, car repair and car wash facilities and nail salons.

This report constitutes the required proposal listed above under Item #1 (i.e., Business Registration Program Proposal). My office briefed this report at the Operations Cluster meeting of XXXXXX, 2016.

Each Supervisor

DATE

Page 2

The required proposal listed above under Item #2 (i.e., 45-day report back) was briefed at the Operations Cluster meeting of June 9, 2016, and was filed with your Board on July 14, 2016.

The required proposal listed above under Item #3 (i.e., Licensing of New Business Categories), was briefed at the Operations Cluster meeting of XXXXXX, 2016, and was filed with your Board on XXXXXX, 2016.

EXECUTIVE SUMMARY

The TTC believes that it can establish and implement a Business Registration Program within approximately 12 months, as outlined in our proposal. The TTC will accomplish this by:

- Obtaining Board of Supervisors approval and Chief Executive Office support of an expansion of staffing to implement, process registrations and monitor the Program.
- Expanding the use of the EPIC-LA information technology infrastructure through a sole source procurement process and requiring that businesses use that infrastructure to complete the registration process, upload required documentation, and make payment.
- Establishing a new section of Title 7 of the County Code which will codify the Business Registration Program and related processes.
- Implementing a phased approach to the requirement to register, with larger businesses having a requirement to register within the first quarter after the requirement goes into effect, and small business in the last quarter.
- Formalizing an outreach program to the business community.

Working in conjunction with the Auditor-Controller, we estimated the Business Registration Fee at \$185.

We have prepared a detailed proposal addressing the above, as well as the specific requirements as stated in your Board's motion. We have attached this proposal as Attachment I.

Should you have any questions, please contact either one of us, or your staff may contact Keith Knox, Chief Deputy Treasurer and Tax Collector, at (213) 974-0703 or kknox@ttc.lacounty.gov.

JK:KK:KG:apl

Attachments

Each Supervisor

DATE

Page 3

- c: Assessor
 Chief Executive Officer
 Animal Care and Control
 Auditor-Controller
 Community Development Commission/Housing Authority
 Community and Senior Services
 Department of Consumer and Business Affairs
 Executive Officer, Board of Supervisors
 Department of Public Health
 Business License Commission

DRAFT

**TREASURER AND TAX COLLECTOR
PROPOSAL TO BEGIN IMPLEMENTING A NEW BUSINESS REGISTRATION
PROGRAM**

BUSINESS REGISTRATION PROGRAM PROPOSAL

In collaboration with the DCBA, CSS, and the CDC, the TTC proposes to implement a new Business Registration Program (BRP) that will require all businesses operating within the unincorporated area of the County to register with the County. This would not affect businesses currently required to obtain a Business License, as a license will automatically satisfy the registration requirement.

The BRP will supplement the existing Business License Program (BLP), which was developed over time to provide for the protection of the public's health, safety and welfare. Title 7 of the Los Angeles County Code (Title 7) governs the administration of the BLP and the TTC oversees its administration, as the County Charter designates the Tax Collector as ex officio License Collector.

The County currently requires a business license for those businesses where the business activity impacts the public's health, safety, and welfare. As an example, Title 7 requires taxicab companies and their drivers to obtain a business license, because a passenger being transported in a taxicab should be safe. Therefore, a driver who transports constituents should possess a valid driver's license and the cab should be safe from defect. On the other hand, the County does not license businesses where the business activity has not been identified as having an impact on the public's health, safety and welfare. Under the proposed BRP, these businesses that are not licensed will be required to register with the County. In addition, the establishment of the BRP would not preclude the County from expanding the existing BLP to incorporate business activities that had previously required registration.

Addressing the Board's desire for comprehensive data on the business community operating in the unincorporated areas, the BRP would also include the collection of specific business related information important for the County's economic development goals. The TTC reported the proposed data fields as an attachment to our 45-day report back to your Board. The list of proposed data fields is included as Attachment II.

The TTC convened a workgroup of the departments listed in the motion, which met to discuss the implementation of the BRP. The workgroup met several times and determined that the DCBA, CSS and CDC are the likely departments to integrate into the BRP. The TTC will configure the registration process to capture specific information and/or ask a series of questions of the registrant to determine which County programs would be or could be of interest. For example, we could ask if the business had 100 or fewer employees and average revenue of \$14 million or less per year, or whether the business is majority owned by a disabled veteran, to determine if the business potentially qualifies for the DCBA's Local Small Business Enterprise (LSBE) certification

or Disabled Veteran Owned Business Enterprise program. Based on the information collected, the TTC would issue a referral for that business to the appropriate department for follow-up. While the involvement of CSS and CDC would be limited to the administration of their respective programs and assisting with the development of the referral process, DCBA would take a more active role by using their field staff to assist the TTC with education and enforcement.

PROGRAM IMPLEMENTATION

IMPLEMENTATION TIMELINE

Should your Board choose to proceed with the implementation of a BRP, our proposed implementation plan for the BRP shall include the following:

- Obtaining Board of Supervisors approval and Chief Executive Office support of an expansion of staffing to implement, process registrations and monitor the Program.
- Expanding the use of the EPIC-LA information technology infrastructure through a sole source procurement process and requiring that businesses use that infrastructure to complete the registration process, upload required documentation, and make payment.
- Establishing a new section of Title 7 of the County Code which will codify the Business Registration Program and related processes.
- Implementing a phased approach to the requirement to register, with larger businesses having a requirement to register within the first quarter after the requirement goes into effect, and small business in the last quarter.
- Formalizing an outreach program to the business community.

We estimate that it will take three months to develop the specific workflow requirements for the BRP, which will include the following:

- Establishment of an online registration process that will facilitate the collection of specific business related information important for the County's economic development goals.
- Development of a referral program to connect registered businesses with County departments providing programs and services to the business community.
- Development of a process to streamline, although not consolidate, the registration of businesses with LSBA through the use of referrals to DCBA.

We estimate that establishing a new section of Title 7 of the County Code which will codify the Business Registration Program and related processes will take approximately six months.

The most significant impact to the implementation timeline would be the procurement and development of the new registration system. The TTC held preliminary discussions with Tyler Technologies, developer of the EnerGov Permitting & Land Management

Suite known as EPIC-LA. The TTC reviewed the licensing and registration functionality of EPIC-LA and found that EnerGov's Licensing and Regulatory Suite has all of the required functionality necessary for the BRP. Based on our preliminary discussions with Tyler Technologies, we believe we could complete the implementation of a Business Registration System leveraging EnerGov's Licensing and Regulatory Suite in approximately eight months from your Board's approval of a sole source amendment to the existing contract with Tyler Technologies.

Some of these processes can run concurrently; however, the primary contingency will be the successful negotiation and approval of the sole source amendment with Tyler Technologies. Assuming there are no significant delays with Tyler Technologies, we estimate that it will take approximately 12 months to develop and implement the BRP.

ADDITIONAL STAFF AND RESOURCES

The TTC will not be able to implement the BRP with current staff and within its current resources. As a point of comparison, the TTC employs 10 staff to support the Business License Program, a program through which currently 7,100 businesses are licensed. We have estimated that a registration program is likely to enroll as many businesses as the license program currently does.

Should your Board desire to move the BRP forward, the TTC will request the addition of the following positions:

- Tax and License Field Inspector (Three positions)
- Tax Services Clerk II (Three positions)
- Accountant III (One position)
- Consumer Affairs Representative III (One position for DCBA)

PRELIMINARY OUTREACH PLAN

Our outreach plan will incorporate the following:

1. Development of marketing materials to communicate the benefits of the County's BRP. Benefits would include the following:
 - The ability to connect with County departments offering programs and services to the business community.
 - Providing information on how to do business with Los Angeles County, including information on DCBA's Local Small Business Enterprise, Community Business Enterprise, and Disabled Veteran Business Enterprise.
 - Gathering important business data to assist with policy decisions concerning the business community.
 - Development of a centralized listing of businesses in the unincorporated area to be used for outreach by the County to inform businesses of important changes that may affect them.

2. Dissemination of these marketing materials through social media as well as business organizations who can distribute the information to their members.
3. Scheduling of community meetings throughout the unincorporated area of the County to discuss the BRP requirements.
4. Development of press releases for local media outlets to announce the start of the BRP.

CONSULTATION WITH BUSINESS COMMUNITY

In an effort to consult with and obtain feedback from the business community, between August 1 and 11, 2016, the TTC held five community meetings, one in each supervisorial district. Representatives from DCBA, CSS and CDC attended to discuss their various programs. For those individuals who could not attend the community meetings, we encouraged them to provide us their feedback through a web-based survey. We distributed informational flyers (in English and Spanish) with meeting schedules and survey links to over 100 different Chambers of Commerce and business organizations. We had a Spanish translator available at all five meetings and a Chinese (Mandarin) translator available for our meeting in Rowland Heights.

We had very limited response to our outreach efforts and received mixed feedback. Some individuals felt that providing a connection to County services was valuable and that assistance to businesses, especially start-up businesses, would be of great benefit. Other individuals expressed concerns with a high registration fee or the additional burden that a registration process might place on a business already dealing with high regulation.

INITIAL REGISTRATIONS

Based on data provided by the Office of the Assessor, there are approximately 15,000 businesses operating in the unincorporated area of the County. As the County currently licenses 7,100 businesses, we estimate that 8,000 businesses would be required to register under the BRP. Given this significant volume, we are proposing a phased approach to the initial registration process based on the number of employees each business currently has in their employ. This would somewhat mirror the implementation of the Minimum Wage Ordinance. We would stagger the initial requirement to register over a one-year period, with quarterly deadlines as follows:

- First Quarter: Businesses with 100 employees or more
- Second Quarter: Businesses with 50 employees or more
- Third Quarter: Businesses with 25 employees or more
- Fourth Quarter: Businesses with 24 employees or less

This approach will give small businesses additional time to register and ensure compliance with the BRP.

Each registration will be valid for one year and businesses would be required to renew

the registration annually. In addition, this will stagger both the initial registrations and all subsequent renewals. Any new business starting during the initial registration period will be required to register in the appropriate quarter based on their number of employees or, if their appropriate registration period has passed, the business will be required to register prior to commencing business. Any new business starting after the initial registration period will be required to register prior to commencing business.

PRELIMINARY FEE ESTIMATE

The County currently requires a business license for approximately 110 business activities and licenses approximately 7,100 businesses. The Business License Application and Renewal fees are developed on a cost recovery basis. The weighted average cost approximates \$430 for an initial application and \$240 for a renewal. Your Board last approved recommended revisions to the fee schedule in 2002. Based on data provided by the Office of the Assessor, we estimate that 8,000 businesses will be required to register under the BRP.

The BRP fee will be a flat fee for each business, and will offset the TTC's costs – and some of DCBA costs - to implement and monitor the BRP, and ensure businesses comply with the BRP. As part of the registration process, TTC staff will validate various information businesses submit to ensure the information is accurate and reliable, prior to issuance of the Registration Certificate. The TTC's System and Internal Controls staff will provide system and accounting support. Finally, the TTC's field investigators will ensure program compliance through canvassing, as well as conducting inspections of businesses to ensure compliance. The registration fee includes recovery of some of the services performed by DCBA.

Based on the above, working in conjunction with the Auditor-Controller, we estimated the Business Registration Fee at \$185.

INFORMATION TECHNOLOGY SYSTEM

The TTC evaluated our existing Business License System to determine if we could leverage that system to manage the BRP. During the evaluation, the TTC identified limitations to the expansion of data fields within the system. In addition, the system has no interface to allow users to register online. Therefore, we determined that we needed an alternative to the existing system to implement the BRP. We considered three options:

1. A custom system developed by TTC or County staff.
2. Acquisition of a Commercial Off-The-Shelf (COTS) solution.
3. Utilization of the existing County contract with Tyler Technologies for the EnerGov Permitting & Land Management Suite (known within the County as EPIC-LA).

OPTION 1: CUSTOM SYSTEM

The TTC does not have the resources necessary to develop and manage a registration system that would meet all expectations. Even if we were to increase staffing, we project that the development timeline would exceed 24 months.

OPTION #2: COTS ACQUISITION

In evaluating available COTS systems, we were provided a short list of recommended vendors from the Gartner Group. Tyler Technologies, the developer of EPIC-LA, was at the top of the recommended list.

OPTION #3: TYLER TECHNOLOGIES, ENERGOV, AND EPIC-LA

In addition to the solutions deployed and in development for the DRP and DPW, EPIC-LA's Licensing and Regulatory Suite offers business registration and licensing capabilities. Staff confirmed through a system demonstration that this suite provides the desired functionality, including the following:

- Existing on-line portal to capture relevant business data.
- Built-in referral capabilities.
- Unified framework that provides a clear path to integration with other County departments.
- Can serve as a replacement for the TTC's legacy business licensing solution.
- Lowest cost, shortest implementation timeline, and least risk.

RECOMMENDED PLAN

Based on the ability to implement a comprehensive solution in a timely manner and the capability of integration with permitting, licensing, and business assistance program efforts with other County departments, the TTC is recommending Option #3, utilization of EPIC-LA. The TTC reviewed the licensing and registration functionality and found that the system could meet the BRP requirements. We believe that by adding the Licensing and Regulatory Suite to the existing EPIC-LA platform, we could leverage both the existing shared framework and the existing County contract. This would take approximately eight months from the execution of a sole source amendment. In addition, the TTC could pursue the migration of its existing Business License System to EPIC-LA through a sole source amendment as well to leverage the enhanced functionality and improved integration with other County departments.

The estimated one-time cost to implement EPIC-LA as the Business Registration System is \$250,000. On-going annual maintenance would cost \$30,000 per year.

STREAMLINED BUSINESS REGISTRATION

The workgroup evaluated the feasibility of streamlining business registration with the

DCBA's LSBE certification services. While we determined that we could not completely eliminate the need for businesses to register in both places, we can streamline the process. As part of the BRP registration process, we will ask a series of questions to determine if the business is interested and potentially qualified for LSBE certification. The TTC will send a referral to DCBA for those businesses that are interested and potentially meet the qualifications. This will allow DCBA to work with the business to complete the application process for LSBE certification.

FEE WAIVERS

The TTC determined that an early adoption fee waiver program was problematic for two reasons:

1. The TTC has no registration system in place and therefore, has no ability to allow early registrations until the BRP system is in full production.
2. Due to the phased approach for initial registrations, any attempt to incorporate an early registration program once the BRP system is in production would create additional complexities to our implementation plan and would cause confusion for the business community.

Regarding fee waivers for small businesses or frequent users of DCBA, CSS or CDC assistance programs, we would have similar challenges. Trying to define and validate qualifications for waivers would complicate the registration process for the business owner and place additional workload on the TTC staff, which would negatively impact the Business Registration Fee.

Our proposal for a phased approach to the initial registration already provides some assistance to small businesses by delaying their initial registration. The TTC does not recommend any additional fee waivers.

HOME-BASED BUSINESSES

All businesses, including home-based businesses, help to weave a thread through the tapestry of economic development and prosperity. The United States Small Business Administration estimates that more than half of all U.S. businesses are based out of an owner's home. The positive impact of this on a local economy can be significant. Home based businesses can also benefit from education on small business loans, workforce development and knowledge of contracting opportunities with local governments. At the same time, home-based businesses present challenges, particularly regarding compliance with what some may consider complex and confusing land use requirements and restrictions. The TTC recommends the inclusion of home-based businesses in the Business Registration Program, but not within the first year of Program implementation. Full consideration of the breadth and depth of the home based business community and consideration of land use issues warrant in depth and careful consideration. We believe it is prudent to move forward with implementing the Business Registration Program, at first without inclusion of home-based businesses,

and then within the first year report back separately to your Board with more detailed recommendations on the manner in which home-based businesses will be incorporated.

MULTI-YEAR PLAN TO UPDATE AND REVISE TITLE 7

In the fall 2015, the TTC presented to the Operations Cluster the outline of a three-year plan my office had developed to update and revise Title 7. Since that time, the TTC has been involving with a number of efforts focused on business licensing and potential registration. We still strongly feel that we need to pursue the effort to update and revise Title 7; however, should your Board decide to pursue a new BRP, the implementation of the BRP would become our priority and we would need to reevaluate our stated timeline for revising Title 7.

DRAFT

45-DAY REPORT BACK TO THE BOARD
MAY 3, 2016 AGENDA ITEM NO. 2
BUSINESS REGISTRATION

About the Firm

- Articles of Incorporation
- Corporate Officers
- California Secretary of State – Statement of Information
- Doing Business As (dba) and fictitious name statement
- Federal Employer Identification Number (FEIN)
- Email address
- Website address
- Legal structure (corporation, Limited Liability Corporation, etc.)
- Year business began
- Year the business commenced at the current location

What the Firm Does

- Industrial classification of business (e.g., North American Industry Classification System, a.k.a. NAICS code)
- For Business License only, the Firm should provide information on governmental permits or licenses as required under the Business License Ordinance, (e.g. State Seller's Permit, State Alcoholic Beverage Control License or County Health Permit).

Who Works for the Firm

- Number of employees
 - Total, then broken down by full time and part time
- Designation of occupational category
- For Business License only, the employees should provide approvals from State or Professional Organizations as required under the Business License Ordinance, (e.g. California Massage Therapy Council certification).

Location of the Firm

- Situs address and mailing address, if different.
- Hours of Operation
- Rent or own
- Mailing address

County services and resources the Firm utilizes or is interested in utilizing

- Does the firm currently utilize or would they have interest in learning more about various County business and economic development programs (e.g. the Community Development Commission and the Department of Community and Senior Services workforce and economic development programs, and Department of Consumer and Business Affairs local small business and disabled veteran owned business enterprises and business concierge services)?